

Administrative Services

Rich Colwell, Director

MISSION STATEMENT

To cost-effectively provide a wide range of administrative, technology related, collection, procurement and print shop services that are essential for customer departments to efficiently deliver quality and timely support to the citizens of Placer County.

Appropriation	Actual 2004-05	Position Allocations	BOS Adopted 2005-06	Position Allocations
Administrative Services	\$6,251,421	72	\$ 8,878,052	69
Telecommunication Services (Internal Service Fund)*	5,120,849	20	6,827,946	21
Central Services (Internal Service Fund)*	2,063,653	10	2,083,899	10
Total:	<u>\$13,435,923</u>	<u>102</u>	<u>\$ 17,789,897</u>	<u>100</u>

* Amounts include total operating expenses and fixed assets

CORE FUNCTIONS

Administrative Services

Provides comprehensive information technology (IT) consulting services, including project planning and management for system implementations. Administrative Services is also responsible for IT planning, implementing, administering and maintaining the County's data systems, including servers, data storage, firewall, and security systems.

Provides centralized purchasing services to county departments for the procurement of materials, equipment and services and ensures that county purchasing policies and procedures are followed to maintain consistency in buying practices and compliance with all applicable laws.

Provides centralized billing and collection services to secure funds entitled to Placer County and other government entities.

Provides quality management and administrative support to the Administrative Services Department and effectively communicates and acts as liaison to other departments, outside agencies and the public.

Telecommunication Services (Internal Service Fund)

Provides planning, development and logistical support of all countywide communication systems, including telephone, radio, data, media and cable television services.

Central Services (Internal Service Fund)

Provides efficient and economical reprographic, mail processing and records management services. This includes design and production of offset printing items, quick-copy service for both color and black-and-white copies, convenience-copier service for 206 countywide copy machines, forms, envelopes and paper inventory including delivery, United States mail service, United Parcel Service (UPS) and interoffice mail service, and coordination and standard-setting for county records storage and retention.

FY 2004-05 Major Accomplishments

- Implemented or made major progress on information technology mission critical systems and upgrades, including Integrated Public Safety; Permits; Payroll / Personnel; On-line Services; Storage Area Network; Prosecution Case Management; Electronic Data Interchange; and Public Safety Very High Frequency (VHF) Radio Frequencies.

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- Implementation of Phase II of the Countywide Radio Network Strategic Plan continued. Acquired Federal Communication Commission (FCC) approval to utilize 10 VHF Frequencies, upgraded the Lake Tahoe 911 Radio Dispatch System and performed radio site improvements in Lake Tahoe, Auburn and Western Placer County. Completed detailed system engineering plan.
- Continued planning efforts for Phase III of the Countywide Radio Network Strategic Plan.
- Continued to plan, expand, maintain, and improve the countywide IT infrastructure that includes the data, voice, radio, and waste-management monitoring networks.
- Achieved our goal of increasing our “hard dollar” collections. Accomplished a successful electronic transfer of accounts from one department’s system to our system. This process established the guidelines for the interface of Roseville Traffic Court accounts and other county departments’ accounts. Automated several collection procedures by implementing the Account Flow Manager Strategies, which manages the flow of the accounts through Columbia Ultimate Business System (CUBS). Implemented the Criminal Justice Collection Program which maximizes collections, increase debtor successes, decreases administrative burdens, ensures that policies and procedures are streamlined and effective and to comply with state law regarding the “Ability to Pay” financial evaluations.
- Maintained a high level of Central Services customer service and satisfaction while printing more than 12,036,600 impressions in offset print, black and white and color copying; managing 206 convenience copy machines that produced 11,400,000 copies; and processing over 1,095,000 pieces of United States mail, 2,700 UPS parcels and 550,000 interoffice mail envelopes and delivery.
- Obtained the County’s second consecutive Achievement In Excellence Award from The National Purchasing Institute.

FY 2005-06 Planned Accomplishments

- Continue to implement the Information Technology Strategic Plan and project priorities.
- Implement a Microwave System to Primary Radio Sites and the I-80 corridor, continue with site development efforts to accommodate the new Countywide Radio Network and continue planning for Phase III of the Countywide Radio Network Strategic Plan.
- Continue to plan, expand, maintain, and improve the countywide IT infrastructure that includes the data, voice, radio, and waste-management monitoring networks.
- Continue efforts to increase Revenue Services collections. Continue to maintain a high level of professionalism and customer satisfaction in all business operations. Continue to perfect the “Ability to Pay” Criminal Justice Collection Project.
- Continue to provide Central Services programs at a lower cost and a higher quality than private-sector alternatives.
- Obtain Purchasing Division Achievement In Excellence Award from the National Purchasing Institute for the third year in a row.

Department Comments

The Administrative Services Department has continued to work closely with the County Executive Office (CEO) and customer departments to develop strategic approaches relating to mission-critical information-technology systems; the countywide radio; data and voice networks, and 24-hour, easy-to-use, on-line services for county residents. During the past year the department has implemented several mission critical projects that will provide a wide range of tools for our customer departments in management of key public safety, land use, and general-government functions.

Administration & Financial Services

Administrative Services

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The most challenging aspect for our department over the next year will continue to be to successfully coordinate the efforts of the multidepartmental and multijurisdictional work teams that will benefit from the new technologies available. Our Public Safety Regional Information System and Radio Network Project will both benefit and require the active participation of all of the law-enforcement and fire agencies within the County, as well as several public safety agencies from the State and neighboring counties to be truly successful. Our new land use applications, permit tracking and Geographic Information Systems (GIS), will continue to require a cooperative effort among several Placer County departments as well as coordination with outside agencies. The implementation of the County's first fully integrated payroll / personnel system will require business modifications for every department within the County. Effective "change management" will be our highest departmental project.

The technology and management challenges the department is facing will be matched by the challenges related to the local government budget climate. All public safety and general-government agencies we are supporting will continue to have limited staff resources to assist in coordination of work necessary to successfully implement the new technology. Our ability as a county and region to obtain state and federal grants to fund the radio network will be more difficult with limited staffing and nationwide competition increases. However, with the direction provided by Board adopted strategic plans and a cooperative, inclusive work approach, the department is confident we can continue to progress toward the County's goals, although perhaps a little slower than originally anticipated due to the limited local government fiscal environment.

County Executive Comments And Recommendations

Administrative Services provides services to other county departments, which required that this budget be developed and submitted three months in advance of other operating budget preparation. *Administrative Services* (appropriation 11210) includes the programs of Revenue Services, Information Technology, Procurement, and Administration. The requested budget eliminates four vacant technology operator positions in Information Technology, and adds a collector I/II position in Revenue Services. The collector position has been added due to requirements under the Court Ordered Debt Program. The County Executive Office recommends a reduction in the requested amount for State Collection Program fees and personal computer acquisitions, however both items will be evaluated at year-end close and funding may be added with final budget. The recommended budget is nearly 10% greater than the base budget.

Department requested funding considerations for final budget:

Personal computer replacements (\$31,000)
State Collection Fees (\$100,000 estimate)

The *Telecommunication Services* budget is an internal service fund, and recoups the costs of providing services to other county entities. No new positions are requested, and the budget reflects small adjustments to benefits accounts based on formulas that changed after the budget was submitted.

The *Central Services* budget is also an internal services fund, and recoups the costs of providing its services to other county entities. No new staffing is requested. Some programmed equipment replacement is recommended and the funds for the replacements was previously reserved.

Final Budget Changes from the Proposed Budget

Administrative Services final budget adjustments include appropriations for Revenue Services to fund the development of computer interfaces between Placer County's and the Roseville Traffic Court collection system (\$20,000), and funding for maintenance fees and other charges (\$17,502). Other Administrative Services programs administrative costs were adjusted for a net decrease of (\$8,852).

The *Telecommunication's* final budget adjustments include rebudgets for the Iowa Hill Telephone Grant (\$1,806,087 revenue and expenditures), and a camera system upgrade for the Board of Supervisors Chambers (\$64,989). This appropriation has been adjusted to include revenue for the Auburn Justice Center and Community Development

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Resource Center telecommunications infrastructure (\$303,538), offset by additional appropriations (\$20,193). Excess funding has been placed in the reserve, NIS Infrastructure (\$355,089).

Final budget adjustments for *Central Services* includes funding for remodeling a records storage facility and funding for additional shop equipment that enhances employee safety and productivity (\$38,317) offset by additional copy revenues (\$1,346) and the cancellation of the reserve, Designated for Fixed Assets (\$33,744).

ADMINISTRATIVE SERVICES FUND 100 / APPROPRIATION 11210

	Actual 2003-04	Actuals 2004-05	Requested 2005-06	Recommended 2005-06	Change %	Adopted 2005-06
Expenditures						
Salaries and Employee Benefits	\$ 5,097,500	\$ 5,278,923	\$ 6,299,165	\$ 6,248,770	18%	\$ 6,248,770
Services and Supplies	3,452,590	2,379,666	4,707,999	4,586,032	93%	4,614,682
Capital Assets	-	84,961	-	-	-100%	-
Other Financing Uses	33,600	85,936	47,800	47,800	-44%	47,800
Intra Fund Charges	607,513	143,277	681,360	684,856	378%	702,009
Gross Budget:	<u>9,191,203</u>	<u>7,972,763</u>	<u>11,736,324</u>	<u>11,567,458</u>	45%	<u>11,613,261</u>
Intra Fund Credits	(2,604,717)	(1,721,342)	(2,658,886)	(2,718,056)	58%	(2,735,209)
Net Budget:	<u>\$ 6,586,486</u>	<u>\$ 6,251,421</u>	<u>\$ 9,077,438</u>	<u>\$ 8,849,402</u>	42%	<u>\$ 8,878,052</u>
Revenue						
Fines, Forfeits & Penalties	\$ 1,071,123	\$ 1,299,725	\$ 949,857	\$ 909,857	-30%	\$ 909,857
Revenue from Use of Money & Property	9	25	-	-	-100%	-
Charges for Services	948,276	973,543	870,839	900,215	-8%	900,215
Miscellaneous Revenue	70,019	167,840	169,484	174,382	4%	174,382
Total Revenue:	<u>2,089,427</u>	<u>2,441,133</u>	<u>1,990,180</u>	<u>1,984,454</u>	-19%	<u>1,984,454</u>
Net County Cost:	<u>\$ 4,497,059</u>	<u>\$ 3,810,288</u>	<u>\$ 7,087,258</u>	<u>\$ 6,864,948</u>	80%	<u>\$ 6,893,598</u>
Allocated Positions	73	72	69	69	-4%	69

Note: In FY 2004-05, the appropriations for Information Technology (# 11040), Administrative Services (# 11200), Revenue Services (# 10280), and Procurement (# 10400) were consolidated into the Administrative Services budget. The Actual 2003-04 is included for comparison purposes.

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CORE FUNCTION: ADMINISTRATIVE SERVICES

Information Technology Program

Program Purpose: To provide a comprehensive range of project management and consulting services that includes planning, feasibility studies, and management, within Administrative Services and for other departments, for implementation of critical technology solutions, as well as countywide technology, in order to enhance the County's ability to efficiently provide quality services to the citizens of Placer County. In support of county departments, staff the network customer-service center, administer and maintain secure network systems, and work with project management on the implementation of technology projects.

Total Expenditures: \$7,847,865

Total Staffing: 34.00

- **Key Intended Outcome:** Departments utilize available and secure systems to support their daily information-technology needs and receive guidance to make effective decisions and implement successful technology.

Information Technology Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
% of system availability maintained	98%	99%	99.9%	99%
# of consultations conducted	N/A	36	18	24

Program Comments: The percent of system availability maintained indicator allows managers to evaluate the percentage of time the County's production computer systems are available to customers. Units are hours, based upon 720 hours x 82 servers / month availability. Does not include scheduled time down (maintenance, etc). Typical causes of unavailability are system abends, device failures and operating system hangs. The number of consultations conducted indicator allows management to monitor and track the volume of technology changes sought and realized within the County. With this information, management can better manage and predict resource requirements associated with technological changes.

Procurement Services Program

Program Purpose: To provide purchasing services to county departments for the procurement of materials, equipment and service; manage the County's request for process; and maintain consistency in buying practices and compliance with all applicable laws.

Total Expenditures: \$786,727

Total Staffing: 9.00

- **Key Intended Outcome:** Departments receive products and services that are cost effective and timely.

Procurement Services Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
# of cost-benefit scenarios prepared / \$ attributed to cost savings and cost avoidance events	94 / \$707,500	95 / \$693,252	114 / \$656,000	100 / \$700,000
% of purchase orders issued within two weeks from receipt of requisition	91%	92%	90%	90%

Program Comments: One of Procurement Services' primary goals is to promote competition and obtain favorable pricing for goods and services required of all Placer County departments. Cost savings and cost avoidance events

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are the result of sound procurement practices and innovative ideas and approaches used to analyze procurement requirements, all directly related to the expertise, experience and qualifications of the procurement staff.

Revenue Services Program

Program Purpose: To provide cost effective billing and collection services using professional collection agents, an accurate billing and receipting system, the Franchise Tax Board's Court-Ordered Debt and Tax Intercept Programs, and other tools that are available to maximize county revenue collections.

Total Expenditures: \$2,137,990

Total Staffing: 16.00

- **Key Intended Outcome:** Placer County receives outstanding revenues that are due.

Revenue Services Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
Total hard dollars collected	\$6,100,000	\$6,490,000	\$7,805,000	\$6,500,000

Program Comments: Total "hard dollars" are those revenues that are generated by the diligent efforts of the Revenue Services staff. These revenues reflect thousands of phone calls, letters, and numerous other collection tools used by the division for collection enforcement.

Administration

Program Purpose: To provide management and oversight to the divisions of the Administrative Services Department; administer department personnel actions, recruitment, and safety; and provide a complete range of department-based accounting services including accounts payable, accounts receivable, payroll, financial reporting, fiscal analysis, and budget administration. One hundred percent of this appropriation is charged out to the core functions and internal service funds listed previously.

Total Expenditures: \$963,741

Total Staffing: 10.00

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PROPRIETARY FUNDS

CENTRAL SERVICES DIVISION INTERNAL SERVICE FUND FUND 250305 / APPROPRIATION 06380

	Actual 2003-04	Actuals 2004-05	Requested 2005-06	Recommended 2005-06	Change %	Adopted 2005-06
Operating Expenses						
Salaries and Employee Benefits	\$ 604,967	\$ 624,057	\$ 712,037	\$ 709,444	14%	\$ 708,680
Services and Supplies	1,247,093	1,392,987	1,363,208	1,363,208	-2%	1,375,219
Other Charges	26,582	31,609	35,130	35,130	11%	-
Other Financing Uses	15,000	15,000	15,000	15,000	0%	-
Total Operating Expenditures:	\$ 1,893,642	\$ 2,063,653	\$ 2,125,375	\$ 2,122,782	3%	\$ 2,083,899
Revenue						
Revenue from Use of Money and Property	\$ 6,671	\$ 10,016	\$ 8,101	\$ 8,101	-19%	\$ 8,101
Charges for Services	1,757,833	1,767,389	1,790,795	1,790,795	1%	1,789,449
Miscellaneous Revenue	268,327	278,587	278,679	278,679	0%	278,679
Other Financing Sources	33,600	47,355	47,800	47,800	1%	47,800
Total Revenue:	2,066,431	2,103,347	2,125,375	2,125,375	1%	2,124,029
Net Income (Loss)	\$ 172,789	\$ 39,694	\$ -	\$ 2,593	-93%	\$ 40,130
Fixed Assets	\$ 23,558	\$ 5,484	\$ 82,415	\$ 82,415	1403%	\$ 159,615
Allocated Positions	10	10	10	10	0%	10

Program Purpose: Central Services provides reprographic, mail, inventory and records-management services, including design and production of offset printing items, quick-copy service for both color and black-and-white copies, management of the countywide convenience copiers, forms, envelope and paper inventory, mail service and county record storage and retention.

Administrative Services

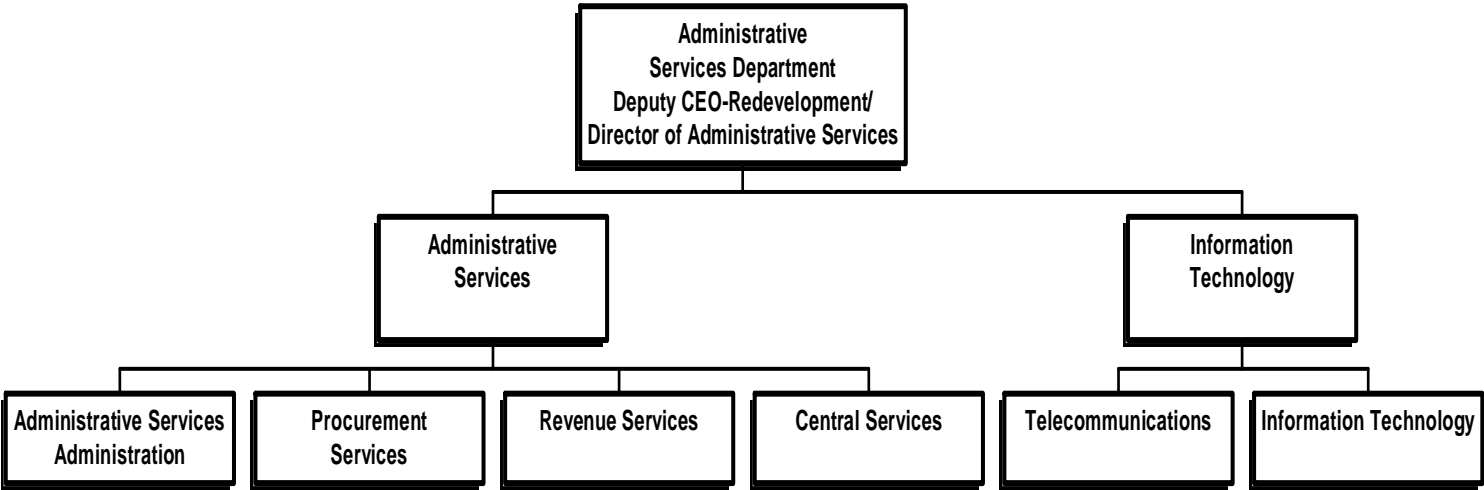
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TELECOMMUNICATION SERVICES DIVISION INTERNAL SERVICE FUND FUND 250100 / APPROPRIATION 02100

	Actual 2003-04	Actuals 2004-05	Requested 2005-06	Recommended 2005-06	Change %	Adopted 2005-06
Operating Expenses						
Salaries and Employee Benefits	\$ 1,766,006	\$ 1,916,963	\$ 2,165,315	\$ 2,157,813	13%	\$ 2,161,739
Services and Supplies	2,500,441	2,650,928	2,856,459	2,856,459	8%	4,666,207
Other Charges	405,202	296,224	290,932	290,932	-2%	-
Other Financing Uses	97,606	256,734	-	-	-100%	-
Total Operating Expenditures:	\$ 4,769,255	\$ 5,120,849	\$ 5,312,706	\$ 5,305,204	4%	\$ 6,827,946
Revenue						
Licenses, Permits and Franchises	\$ 26,344	\$ 25,844	\$ 25,844	\$ 25,844	0%	\$ 25,844
Revenue from Use of Money and Property	29,858	35,402	30,000	30,000	-15%	30,000
Charges for Services	4,862,257	4,760,884	5,252,187	5,252,187	10%	7,361,727
Other Financing Sources	35,102	145,032	-	-	-100%	-
Total Revenue:	4,953,561	4,967,162	5,308,031	5,308,031	7%	7,417,571
Net Income (Loss)	\$ 184,306	\$ (153,687)	\$ (4,675)	\$ 2,827	-102%	\$ 589,625
Fixed Assets	\$ 298,794	\$ 27,006	\$ 124,272	\$ 124,272	360%	\$ 492,799
Allocated Positions	20	20	21	21	5%	21

Program Purpose: Telecommunication Services provides planning, development and logistical support of all countywide communications systems. The Administrative Services Department is concluding Phase I of the Countywide Radio Strategic Plan and efforts in implementing Phase II are currently underway. In addition, efforts for securing federal, state and other funding sources to implement the final phase of the Strategic Plan, Phase III, continue in cooperation with the County Executive Office, the Office of Emergency Services and the Placer County Sheriffs Department.

ADMINISTRATIVE SERVICES DEPARTMENT



POSITIONS: 100

ADMINISTRATIVE SERVICES DEPARTMENT
APPROPRIATION SUMMARY
Fiscal Year 2005-06

ADMINISTERED BY:

DIRECTOR OF ADMINISTRATIVE SERVICES

Appropriations	FY 2004-05		FY 2005-06	
	Actual	Position Allocations	BOS Adopted Budget	Position Allocations
GENERAL FUND				
Administrative Services	\$ 6,251,421	72	\$ 8,878,052	69
INTERNAL SERVICE FUNDS				
Telecommunication Services* - Fund 250/100	\$ 5,120,849	20	\$ 6,827,946	21
Central Services* - Fund 250/305	2,063,653	10	2,083,899	10
Subtotal Internal Service Funds	\$ 7,184,502	30	\$ 8,911,845	31
TOTAL ALL FUNDS	\$ 13,435,923	102	\$ 17,789,897	100

*Budget includes total operating expenses and fixed assets.

Revenue Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 10280

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	274				
1002 Salaries and Wages	471,083				
1003 Extra Help	7,867				
1005 Overtime & Call Back	32				
1006 Sick Leave Payoff	6,232				
1300 P.E.R.S.	47,349				
1301 F.I.C.A.	36,693				
1310 Employee Group Ins	82,411				
1315 Workers Comp Insurance	23,593				
Total Salaries & Benefits	675,534				
Services & Supplies					
2051 Communications - Telephone	26,577				
2140 Gen Liability Ins	4,172				
2290 Maintenance - Equipment	312				
2439 Membership/Dues	1,003				
2481 PC Acquisition	1,239				
2511 Printing	6,668				
2523 Office Supplies & Exp	9,016				
2524 Postage	12,046				
2555 Prof/Spec Svcs - Purchased	315,563				
2709 Rents & Leases - Computer SW	2,926				
2840 Special Dept Expense	47,188				
2844 Training	595				
2931 Travel & Transportation	1,823				
2941 County Vehicle Mileage	525				
Total Services & Supplies	429,653				
Charges From Departments					
5310 I/T Employee Group Insurance	21,909				
5405 I/T Maintenance - Bldgs & Improvem	1,776				
5550 I/T - Administration	129,728				
5552 I/T - MIS Services	72,868				
5556 I/T - Professional Services	15,101				
Total Charges From Departments	241,382				
Gross Budget	1,346,569				
Less: Charges to Departments					
5002 I/T - County General Fund	(12,120)				
5004 I/T - Road Fund	(3,181)				
5009 I/T - County Library Fund	(970)				
5011 I/T - Public Safety Fund	(142,908)				
5026 I/T - Advertising & Promotion Fund	(9,162)				
Total Charges to Departments	(168,341)				
Net Budget	1,178,228				
Less: Revenues					
6886 Coll PGM-PC 1463.007	(1,071,123)				
6950 Interest	(9)				
8147 Installment Fees (PC1205)	(264,765)				
8193 Other Services	(719)				
8212 Other General Reimbursement	(26,209)				
8764 Miscellaneous Revenues	(124)				
Total Revenues	(1,362,949)				
Net County Cost	(184,721)				

Procurement Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 10400

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
Salaries & Benefits					
1002 Salaries and Wages	384,946				
1003 Extra Help	1,594				
1005 Overtime & Call Back	1,040				
1006 Sick Leave Payoff	23,389				
1300 P.E.R.S.	41,551				
1301 F.I.C.A.	30,702				
1310 Employee Group Ins	62,770				
1315 Workers Comp Insurance	3,296				
Total Salaries & Benefits	549,288				
Services & Supplies					
2051 Communications - Telephone	12,006				
2290 Maintenance - Equipment	326				
2292 Maintenance - Software	23				
2439 Membership/Dues	1,144				
2511 Printing	8,099				
2522 Other Supplies	640				
2523 Office Supplies & Exp	4,147				
2524 Postage	7,081				
2555 Prof/Spec Svcs - Purchased	25,688				
2701 Publications & Legal Notices	43				
2709 Rents & Leases - Computer SW	2,670				
2840 Special Dept Expense	1,245				
2844 Training	1,415				
2931 Travel & Transportation	3,517				
2941 County Vehicle Mileage	35				
Total Services & Supplies	68,079				
Charges From Departments					
5290 I/T Maintenance - Equipment	54				
5405 I/T Maintenance - Bldgs & Improvem	59				
5550 I/T - Administration	39,143				
5556 I/T - Professional Services	8,532				
Total Charges From Departments	47,788				
Gross Budget	665,155				
Less: Charges to Departments					
5002 I/T - County General Fund	(36,633)				
5004 I/T - Road Fund	(50)				
5011 I/T - Public Safety Fund	(50)				
Total Charges to Departments	(36,733)				
Net Budget	628,422				
Less: Revenues					
8218 Forms and Photocopies	(569)				
8753 Other Sales	(13,075)				
8764 Miscellaneous Revenues	(1,784)				
Total Revenues	(15,428)				
Net County Cost	612,994				

Information Technology Systems Division

General Fund

Fund: 100

Subfund: 0

Appropriation: 11040

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	3,163				
1002 Salaries and Wages	2,426,540				
1005 Overtime & Call Back	44,829				
1300 P.E.R.S.	245,310				
1301 F.I.C.A.	184,959				
1310 Employee Group Ins	274,704				
1315 Workers Comp Insurance	30,605				
Total Salaries & Benefits	3,210,110				
Services & Supplies					
2051 Communications - Telephone	130,135				
2273 Parts	29,604				
2290 Maintenance - Equipment	63,953				
2292 Maintenance - Software	1,180,787				
2439 Membership/Dues	230				
2481 PC Acquisition	101,906				
2511 Printing	3,094				
2523 Office Supplies & Exp	31,201				
2524 Postage	21				
2555 Prof/Spec Svcs - Purchased	53,228				
2556 Prof/Spec Svcs - County	519,590				
2709 Rents & Leases - Computer SW	17,008				
2710 Rents & Leases - Equipment	281,438				
2809 Rents and Leases-PC	19,616				
2838 Special Dept Expense-1099 Repor	274,600				
2840 Special Dept Expense	156,549				
2842 Tuition Reimbursement	254				
2844 Training	39,302				
2931 Travel & Transportation	8,537				
2941 County Vehicle Mileage	1,830				
Total Services & Supplies	2,912,883				
Charges From Departments					
5405 I/T Maintenance - Bldgs & Improvem	2,305				
5550 I/T - Administration	262,493				
5556 I/T - Professional Services	335				
Total Charges From Departments	265,133				
Gross Budget	6,388,126				
Less: Charges to Departments					
5002 I/T - County General Fund	(668,066)				
5004 I/T - Road Fund	(11,675)				
5008 I/T - County Office Bldg Fund	(3,417)				
5009 I/T - County Library Fund	(2,448)				
5011 I/T - Public Safety Fund	(1,269,044)				
5022 I/T - Mental Health Fund	(1,306)				
Total Charges to Departments	(1,955,956)				
Net Budget	4,432,170				
Less: Revenues					
8114 Data Processing Services	(397,555)				
8764 Miscellaneous Revenues	(44)				
Total Revenues	(397,599)				
Net County Cost	4,034,571				

Administrative Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 11200

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
Salaries & Benefits					
1002 Salaries and Wages	529,176				
1005 Overtime & Call Back	27				
1300 P.E.R.S.	52,879				
1301 F.I.C.A.	35,963				
1310 Employee Group Ins	42,167				
1315 Workers Comp Insurance	2,356				
Total Salaries & Benefits	662,568				
Services & Supplies					
2051 Communications - Telephone	12,827				
2140 Gen Liability Ins	1,973				
2290 Maintenance - Equipment	336				
2439 Membership/Dues	523				
2481 PC Acquisition	1,256				
2511 Printing	1,949				
2523 Office Supplies & Exp	7,785				
2524 Postage	41				
2555 Prof/Spec Svcs - Purchased	12				
2556 Prof/Spec Svcs - County	10				
2709 Rents & Leases - Computer SW	2,074				
2840 Special Dept Expense	536				
2844 Training	5,201				
2931 Travel & Transportation	2,052				
2932 Mileage	5,400				
Total Services & Supplies	41,975				
Other Financing Uses					
3780 Contrib to Other Funds	33,600				
Total Other Financing Uses	33,600				
Charges From Departments					
5310 I/T Employee Group Insurance	27,306				
5405 I/T Maintenance - Bldgs & Improvem	92				
5552 I/T - MIS Services	4,505				
5556 I/T - Professional Services	21,282				
5844 I/T Training	25				
Total Charges From Departments	53,210				
Gross Budget	791,353				
Less: Charges to Departments					
5002 I/T - County General Fund	(437,412)				
5011 I/T - Public Safety Fund	(6,275)				
Total Charges to Departments	(443,687)				
Net Budget	347,666				
Less: Revenues					
8110 Admin Services - Admin Support	(258,459)				
8782 Contributions from Other Agencie	(54,992)				
Total Revenues	(313,451)				
Net County Cost	34,215				

Administrative Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 11210

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave		2,465	5,800		
1002 Salaries and Wages		3,655,584	4,256,787	4,256,787	4,256,787
1003 Extra Help		6,697			
1005 Overtime & Call Back		31,632	58,407	58,407	58,407
1006 Sick Leave Payoff		938			
1007 Comp for Absence-Illness		4,639			
1300 P.E.R.S.		668,872	917,410	884,390	884,390
1301 F.I.C.A.		283,728	330,112	330,112	330,112
1310 Employee Group Ins		532,744	604,725	593,116	593,116
1315 Workers Comp Insurance		91,624	125,924	125,958	125,958
Total Salaries & Benefits		5,278,923	6,299,165	6,248,770	6,248,770
Services & Supplies					
2051 Communications - Telephone		185,950	146,858	146,858	146,858
2054 Telecomm Trunks/Circuits			624,560	624,560	624,560
2140 Gen Liability Ins		8,111	8,925	28,161	28,161
2273 Parts		15,419	40,000	40,000	40,000
2290 Maintenance - Equipment		68,311	101,225	101,225	101,225
2292 Maintenance - Software		1,036,403	1,650,450	1,650,450	1,659,100
2439 Membership/Dues		3,823	3,884	3,884	3,884
2481 PC Acquisition		6,624	131,000	100,000	100,000
2511 Printing		17,749	21,200	21,200	21,200
2522 Other Supplies		251	500	500	500
2523 Office Supplies & Exp		30,131	52,700	52,700	52,700
2524 Postage		18,536	32,550	32,550	32,550
2555 Prof/Spec Svcs - Purchased		502,946	950,815	840,612	860,612
2556 Prof/Spec Svcs - County		28,466	10,000	10,000	10,000
2561 Legal Services		120	5,000	5,000	5,000
2701 Publications & Legal Notices		4,551	1,100	1,100	1,100
2709 Rents & Leases - Computer SW		26,469	30,045	30,045	30,045
2710 Rents & Leases - Equipment		320,909	585,932	585,932	585,932
2840 Special Dept Expense		67,687	188,757	188,757	188,757
2844 Training		27,394	92,648	92,648	92,648
2931 Travel & Transportation		9,341	25,900	25,900	25,900
2941 County Vehicle Mileage		475	3,950	3,950	3,950
Total Services & Supplies		2,379,666	4,707,999	4,586,032	4,614,682
Fixed Assets					
4451 Equipment		84,961			
Total Fixed Assets		84,961			
Other Financing Uses					
3780 Contrib to Other Funds		85,936	47,800	47,800	47,800
Total Other Financing Uses		85,936	47,800	47,800	47,800
Charges From Departments					
5310 I/T Employee Group Insurance		53,787	66,110	69,606	69,606
5405 I/T Maintenance - Bldgs & Improvem		1,262	11,800	11,800	11,800
5550 I/T - Administration			500,414	500,414	517,567
5552 I/T - MIS Services		72,738	103,036	103,036	103,036
5556 I/T - Professional Services		10,404			
5840 I/T Special Dept Expense		5,036			
5844 I/T Training		50			
Total Charges From Departments		143,277	681,360	684,856	702,009
Gross Budget		7,972,763	11,736,324	11,567,458	11,613,261

Administrative Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 11210

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
Less: Charges to Departments					
5002 I/T - County General Fund		(553,402)	(1,222,929)	(1,161,609)	(1,178,762)
5004 I/T - Road Fund		(8,700)	(50,271)	(54,985)	(54,985)
5008 I/T - County Office Bldg Fund		(2,617)			
5009 I/T - County Library Fund		(1,872)	(2,527)	(2,721)	(2,721)
5010 I/T - Fire Protection Fund		(520)	(3,238)	(3,368)	(3,368)
5011 I/T - Public Safety Fund		(1,141,002)	(1,358,764)	(1,473,728)	(1,473,728)
5012 I/T - Capital Projects Reimbursemen			(3,789)	(4,152)	(4,152)
5015 I/T - Comm Services Fund		(999)	(1,306)	(1,431)	(1,431)
5026 I/T - Advertising & Promotion Fund		(12,230)	(16,062)	(16,062)	(16,062)
Total Charges to Departments		(1,721,342)	(2,658,886)	(2,718,056)	(2,735,209)
Net Budget		6,251,421	9,077,438	8,849,402	8,878,052
Less: Revenues					
6886 Coll PGM-PC 1463.007		(1,299,725)	(949,857)	(909,857)	(909,857)
6950 Interest		(25)			
8110 Admin Services - Admin Support		(236,345)	(303,430)	(303,430)	(303,430)
8114 Data Processing Services		(369,167)	(317,709)	(347,085)	(347,085)
8147 Installment Fees (PC1205)		(313,801)	(238,000)	(238,000)	(238,000)
8193 Other Services		(2,341)	(1,500)	(1,500)	(1,500)
8212 Other General Reimbursement		(51,795)	(10,000)	(10,000)	(10,000)
8218 Forms and Photocopies		(94)	(200)	(200)	(200)
8753 Other Sales		(22,670)	(17,000)	(17,000)	(17,000)
8762 State Compensation Insurance R		(3,263)			
8764 Miscellaneous Revenues		(24,781)	(3,420)	(3,420)	(3,420)
8782 Contributions from Other Agencie		(117,126)	(149,064)	(153,962)	(153,962)
Total Revenues		(2,441,133)	(1,990,180)	(1,984,454)	(1,984,454)
Net County Cost		3,810,288	7,087,258	6,864,948	6,893,598

State Controller
County Budget Act
(1985)

County of Placer
State of California
Operations of Internal Service Fund
Operational Statement for the Fiscal Year 2005-06

County Budget Form
Schedule 10

Fund: 250 County Services Fund

Subfund: 100 Telecommunication Services

Budget Unit: 2100 Telecommunications Service

Approved
Adopted by
the Board
of Supervisors
2005-06
(6)

Operating Detail (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Department Request 2005-06 (4)	Recommended by C.E.O. 2005-06 (5)	Approved Adopted by the Board of Supervisors 2005-06 (6)
Operating Income					
8118 Communciation Services - Tel	2,667,425	2,560,610	2,821,734	2,821,734	2,821,649
8119 Communciation Services - Rad	1,007,167	997,364	956,284	956,284	956,284
8123 Communciation Services - Med	117,838	71,099	117,800	117,800	117,800
8124 Comm Services - Network Inf	1,069,818	1,103,507	1,356,369	1,356,369	1,356,369
8193 Other Services		28,304			2,109,625
8212 Other General Reimbursement	9				
Total Operating Income	4,862,257	4,760,884	5,252,187	5,252,187	7,361,727
Operating Expenses					
1002 Salaries and Wages	1,285,068	1,280,037	1,441,311	1,441,311	1,441,311
1004 Accr Compensated Leave	(9,891)	9,616			
1005 Overtime & Call Back	83,777	64,328	47,000	47,000	47,000
1300 P.E.R.S.	124,287	233,699	316,414	310,955	310,955
1301 F.I.C.A.	102,228	104,889	113,856	113,856	113,856
1310 Employee Group Ins	168,710	200,136	209,572	209,572	213,498
1315 Workers Comp Insurance	11,827	24,258	37,162	35,119	35,119
2020 Clothes & Personal Supplies	1,678	1,564	1,500	1,500	1,500
2051 Communications - Telephone	11,329	10,133	4,944	4,944	4,944
2054 Telecomm Trunks/Circuits	1,033,989	1,025,456	1,035,288	1,035,288	1,035,288
2140 Gen Liability Ins	9,718	11,040	12,144	12,144	12,144
2271 Parts Installed	7,740	4,369			
2290 Maintenance - Equipment	39,599	95,821	183,377	183,377	183,377
2291 Maintenance - Computer Equip	102,051				
2292 Maintenance - Software	5,429	1,115			
2310 Employee Benefits Systems	22,112	41,052	49,083	49,083	52,744
2405 Materials - Bldgs & Impr	47,416	37,580	21,200	21,200	21,200
2439 Membership/Dues	573	834	750	750	750
2481 PC Acquisition	13,452	11,819	14,234	14,234	14,234
2511 Printing	11,130	11,274	6,000	6,000	6,000
2512 Laundry/Dry Cleaning	114	216			
2521 Operating Supplies	412,617	325,987	411,000	411,000	411,000
2522 Other Supplies	146	234	12,000	12,000	12,000
2523 Office Supplies & Exp	9,423	12,327	9,640	9,640	9,640
2524 Postage	3,473	5,610	4,500	4,500	4,500
2550 Administration	177,463	161,945	204,528	204,528	204,528
2555 Prof/Spec Svcs - Purchased	112,382	317,480	224,100	224,100	2,010,696
2556 Prof/Spec Svcs - County	125,261	110,106	144,706	144,706	164,197
2701 Publications & Legal Notices	1,043	6,736	2,000	2,000	2,000
2709 Rents & Leases - Computer S	12,768	13,016	14,318	14,318	14,318
2710 Rents & Leases - Equipment	1,993	94,856	40,500	40,500	40,500
2711 Rents & Leases - Auto	351				
2727 Rents & Leases - Bldgs & Impr	36,409	39,341	32,502	32,502	32,502
2744 Small Tools & Instruments	5,453	5,479	10,000	10,000	10,000
2770 Fuels & Lubricants		773	500	500	500
2838 Special Dept Expense-1099 Rep	4,624	32,953			
2840 Special Dept Expense	11,100	12,501	1,500	1,500	1,500
2844 Training	4,901	19,449	31,500	31,500	31,500
2931 Travel & Transportation	9,374	19,523	10,500	10,500	10,500
2941 County Vehicle Mileage	79,978	83,621	65,000	65,000	65,000
2965 Utilities	43,211	36,962	56,500	56,500	56,500
3551 Transfer Out A-87 Costs	142,141	99,756	252,645	252,645	252,645
3701 Equipment Depreciation	403,381	294,403	290,932	290,932	
3702 Bldg & Impr Depreciation	1,821	1,821			
3775 Operating Transfer Out	78,598	256,734			
Total Operating Expenses	4,750,247	5,120,849	5,312,706	5,305,204	6,827,946
Net Operating Income (Loss)	112,010	(359,965)	(60,519)	(53,017)	533,781
Non-Operating Revenue (Expense)					
3776 Contrib Auto Working Capital	(19,008)				

Fund: 250 County Services Fund					
Subfund: 100 Telecommunication Services					
Budget Unit: 2100 Telecommunications Service					
Operating Detail (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Department Request 2005-06 (4)	Recommended by C.E.O. 2005-06 (5)	Approved Adopted by the Board of Supervisors 2005-06 (6)
6770 Franchises	26,344	25,844	25,844	25,844	25,844
6950 Interest	29,858	35,402	30,000	30,000	30,000
8752 Gain/Loss on F/A Disposal	(16,840)				
8954 Operating Transfers In	51,942	145,032			
Total Non-Operating Revenue (Expense)	72,296	206,278	55,844	55,844	55,844
Net Income (Loss)	184,306	(153,687)	(4,675)	2,827	589,625
Fixed Assets					
4451 Equipment	298,794	27,006	124,272	124,272	492,799
Total Fixed Assets	298,794	27,006	124,272	124,272	492,799

State Controller
County Budget Act
(1985)

County of Placer
State of California
Operations of Internal Service Fund
Operational Statement for the Fiscal Year 2005-06

County Budget Form
Schedule 10

Fund: 250 County Services Fund
Subfund: 305 Central Services
Budget Unit: 6380 Central Services

Operating Detail (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Department Request 2005-06 (4)	Recommended by C.E.O. 2005-06 (5)	Approved Adopted by the Board of Supervisors 2005-06 (6)
Operating Income					
8373 Quick Copy Revenue	541,003	515,585	529,157	529,157	525,800
8375 Printing Revenue	338,675	331,485	318,295	318,295	318,295
8376 Convenience Copier Revenue	700,651	719,225	739,269	739,269	741,280
8388 Mail Services	177,504	201,094	204,074	204,074	204,074
Total Operating Income	1,757,833	1,767,389	1,790,795	1,790,795	1,789,449
Operating Expenses					
1002 Salaries and Wages	423,968	396,731	452,487	452,487	452,487
1004 Accr Compensated Leave	(14,974)	4,077			
1005 Overtime & Call Back			788	788	788
1300 P.E.R.S.	42,551	72,489	96,366	94,525	94,525
1301 F.I.C.A.	32,282	31,663	34,676	34,676	34,676
1310 Employee Group Ins	64,142	76,876	82,909	82,909	82,145
1315 Workers Comp Insurance	56,998	42,221	44,811	44,059	44,059
2051 Communications - Telephone	12,143	13,590	13,500	13,500	13,500
2140 Gen Liability Ins	4,328	4,396	4,836	4,836	4,836
2290 Maintenance - Equipment	13,850	12,259	16,550	16,550	16,550
2310 Employee Benefits Systems	16,926	20,599	24,629	24,629	26,640
2405 Materials - Bldgs & Impr	21,970	22,860	18,308	18,308	18,308
2439 Membership/Dues	414	215	25	25	25
2481 PC Acquisition	1,385				
2511 Printing	4,025	4,245	2,881	2,881	2,881
2522 Other Supplies	328	304	500	500	500
2523 Office Supplies & Exp	1,816	2,301	1,543	1,543	1,543
2524 Postage	2,202	4,494	2,276	2,276	2,276
2550 Administration	80,996	74,401	98,903	98,903	98,903
2555 Prof/Spec Svcs - Purchased	133,576	175,462	145,391	145,391	145,391
2556 Prof/Spec Svcs - County	2,871	4,005	4,005	4,005	4,005
2709 Rents & Leases - Computer S	5,502	5,513	6,064	6,064	6,064
2710 Rents & Leases - Equipment	508,096	506,210	511,423	511,423	511,423
2727 Rents & Leases - Bldgs & Impr	30,566	48,759	52,772	52,772	62,772
2840 Special Dept Expense	95,126	99,470	100,400	100,400	100,400
2844 Training		149	100	100	100
2920 Inventory Purchases	208,313	196,593	195,578	195,578	195,578
2931 Travel & Transportation	226	321	300	300	300
2941 County Vehicle Mileage	8,337	7,110	7,000	7,000	7,000
2965 Utilities	18,471	18,292	26,688	26,688	26,688
3551 Transfer Out A-87 Costs	75,626	171,439	129,536	129,536	129,536
3701 Equipment Depreciation	26,582	31,609	35,130	35,130	
3775 Operating Transfer Out	15,000	15,000	15,000	15,000	
Total Operating Expenses	1,893,642	2,063,653	2,125,375	2,122,782	2,083,899
Net Operating Income (Loss)	(135,809)	(296,264)	(334,580)	(331,987)	(294,450)
Non-Operating Revenue (Expense)					
6950 Interest	6,671	10,016	8,101	8,101	8,101
8764 Miscellaneous Revenues	34	10,530	10,530	10,530	10,530
8774 Inventory Sales	268,293	268,057	268,149	268,149	268,149
8779 Contributions from General Fund	33,600	47,355	47,800	47,800	47,800
Total Non-Operating Revenue (Expense)	308,598	335,958	334,580	334,580	334,580
Net Income (Loss)	172,789	39,694		2,593	40,130
Fixed Assets					
4451 Equipment	23,558	5,484	82,415	82,415	159,615
Total Fixed Assets	23,558	5,484	82,415	82,415	159,615